App F IX 4

Previous References (1941) File No 120-41

Serial Nos. 16

Later References

GENERAL AND REVENUE SECRETARIAT.

Serial Nos

Part B for August 1941

SUBJECT

Inspection notes — Maddur Minor Municipality

recorded with minute orders

[illegible] 9/8/41

Inspection Notes - - Maddur Munor Municipality

714 - 2

General and Revenue Secretaria | M File No 120 of 1941-42 [App F III-2

Serial No

From the D C Mandya
A.C 2667/40-41 Dt 23-6-41 / 1-8-41

Forwards the notes of insptn of the Maddur Munor Mc. Office held by him on 21 5-41

1) The notes have been sent up to Govt more than two months after the date of insptn

2) None of the four sub-Committees has met till the date of insptn

3) No powers have yet been delegated to the Vice-President

4) The D.C has advised the mtd to open three more 'Cohads in the interests of octroi revenue which amounted to Rs 2190/- for the period 1-7-40 to 30-4-41

5) The abstract D.Cb. of assessed taxes is given below

Arrears as on 1-7-40	Rs 3 8 71.
Demand for 1940-41	2,984
Total	6,855-
Collections till 21 5 41	2,305-
Balance	4550

A further sum of Rs 1500 was expected to be collected before 30-6-41

The heavy arrears are partly explained by the Existence of a good number of Khates on which

NOTE—C ntn Sheet

714
f Notes of inspection - - Madras Municipality

M File No of 1941-42 | General and Revenue Secretariat | Serial No

a demand is booked year after year though them owners are not traceable

6) It is observed that the Asst Sanitary Inspector has not been keen in serving notices and issuing warrants The Inspecting Officer has called for a special report from the President of the Mun Cl about his work

7) The Octroi manager has not yet paid up the arrears furnished the security

8) Special notices have been issued to ten members of the Mun Cl for not having paid up the taxes due by them

9) Some receipts have not been entered in the Miscellaneous Demand and Collections register

10) The register of notices is not posted up to date

11) The measurements book is not maintained properly

12) Office accommodation is insufficient and the acquisition of the L & T Dispensary building for the purpose is under consideration

13) Record sorting is in arrears

14) The Cash book is not closed

714

Dispn Notes -- Maddur Munor Mlty

General and Revenue Secretariat

M File No of 1941-42 [App F III-2

Serial No

and balanced daily

15) The financial position of the mlty is shown below:-

Opening Balance on 1 7 40 — Rs 2136

Receipts till End of Apr 1941 — " 6698

Total — 8834

Expre — " — 7190

Balance — ~~64~~ 1644

16) Subtd

@ 8/8

Law Secy) 1179-8

-Minister) 1 8 9

Hm 12/8/41

Hm 13 8 41

Hm 16/8/41

SECY LAW DEPT 11 AUG 1941 GOVT OF MYSORE

OFFICE OF THE MINISTER FOR L S G & P H Dt 13 8-41 N 927

Our Copy

NOTE—Contn Sheet

714
Notes of inspection - - Maddur Munor Mlly

NC File No of 1941-42 | General and Revenue Secretariat

Serial No

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SECY LAW DEPT 11 AUG 1941 GOVT OF MYSORE

OFFICE OF THE MINISTER FOR L S G & P H Dt 13 8-41 N 927

NOTE—Contn Sheet

File No of 194

General and Revenue Secretariat

Serial No

Mr 120-41-16

NOTES of inspection of Kadur Minor Municipal Office
for the year 1 9 4 0 - 41
-0-

I	Name of Inspecting Officer	C M H Ranajodh Singh Esq , B A ,
II	Duration of inspection - Date commenced Date concluded	21-5-1941
III	Name of Officer in charge	N Devaraj Urs Esq ,
IV	Previous Inspection D a t e	14-6-1940
V	Name of Inspecting Officer	B S Raghavendra Rao Esq M A (HONS)
VI	Name of Vice President	Mr M Mahomed Fakruddin

QJESTIONS

1	Are there any vacancies in the Council? If so, have steps been taken to fill up the same	There are no vacancies
2	Have arrangements been made for the correct preparation and timely publication of list of voters and persons eligible to stand for election?	The voters' list prepared at the time of the recent Municipal Election is in force The present council is reconstituted with effect from 1-1-41
3	Do the council a n d anaging and other Committees thereof meet regularly?	Four Committees have been constituted with effect from 31-1-41, as follows - 1 Audit Committee consisting of 5 Councillors 2 Health Committee consisting of 7 " 3 Working Committee consisting of 5 " 4 Octroi Committee consisting of 3 "

It is stated that so far none of these Committees has met It is desirable that these Committees should meet as often as possible in the interest of the Municipality

4	Are regular journals of the proceedings of all meetings of the Municipal Council & the proceedings of each of the Committee meetings kept?	Yes No proceedings have been recorded as none of the Committees have met even once so far So far 15 meetings have been held Of these 8 are special and the rest ordinary
5	Has action been taken on all the resolutions of the Council and of the Committees and the nature of action so far taken noted against each resolution and also reported at any subsequent meeting?	Yes A register has been maintained showing the attendance of the Councillors and their signatures have been taken in token of their attending the meetings Separate registers should be opened for these
6	Have the powers and duties of the President and the Vice President been clearly defined?	No powers have been delegated to the present Vice President so far Action should be taken immediately in this regard - Vice President was appointed last month
7	Is the working of rules and bye-laws periodically examined?	The bye-laws framed by Government are in force
8	Is there a table of rates both in English and Kannada hung up in the office and also Ookad Gates?	Table of rates both in English and Kannada are kept in the office It was observed during the time of last inspection that three ookads - one near Shivapur Railway Station one near Travellers' Bungalow and one near the Flag Station may be arranged to be opened No action has been taken so far The opening of these ookads is necessary to prevent any possible leakage of octroi revenue Therefore the President is requested to pay his personal attention to this matter It is explained that funds are not available to entertain the extra cost They may put up sheds in these three places and the servants may watch the articles coming into the Municipal Area They will have to entertain 4 more literate servants and report
9	Is a register maintained for articles deposited in the ware-house and are receipts regularly given to depositors and ware-house keepers fees collected in accordance with the prescribed rate?	There is no ware-house

10	Are the railway receipts and invoicex registers periodically examined by any of the Municipal Councillors?	One register has been written up showing the invoices received and the amount of octroi duty recovered But the register is not written neatly In future duplicate invoices signed by the parties concerned should be obtained to facilitate the verification of entries made in the register
11	Are any exemptions granted by the President in the matter of production of articles received and are security deposits taken in these cases? Are these exemptions noted in a register? What is the amount of security taken and how is it dealt with?	There are no such instances
12	Are passes of these privileged persons carefully preserved & are their accounts periodically settled so that the amount due by them may not exceed the security amount?	There are no such cases as no exemptions have been granted
13	What are the precautions adopted against smuggling?	There is one octroi Manegar in addition to two peons to check the smuggling of dutiable goods
14	Have any cases of smuggling been detected and prosecuted?	One case of smuggling has been detected by the Bill Collector and a sum of Rs 98-2-0 has been collected from the party concerned as penalty for evading the payment of octroi duty
15	What arrangements are made for levying octroi on goods arriving by rail?	It is stated that the peon stationed at Shivapura enquires at the Railway Station the arrival of goods and then the octroi duty is recovered The Octroi Manegar should be made to enquire these and to be more vigilant in his work The octroi register is being checked by both the President and the Vice President It is stated that formerly collections used to be remitted once in 3 or 4 days and that after the inspection held by the Sub Division Officer Mandya, on 19-4-41 remittances are being sent daily

19 Is an exhaustive list of all taxes, rates fees fines and forfeitures accruing to the Municipality under the regulation rules & bye-laws maintained?

Yes

20 Check the arrear demand register and the process register and see if timely action is taken for the recovery of the arrears What is the amount of arrears due and to what years do they relate? Steps taken for their recovery may be noted?

According to the 'KULWAR BAKKI PATTI maintained 'SALWAR in the office a sum of Rs 3870-15-6 was in arrears This relates to the years commencing from 1921-22 to 1939-40 as detailed in the margin Of this a sum of Rs 82-4-0 is barred by limitation Action should have been taken long before to recover these amounts It is seen from the details that the arrears have systematically mounted up from year to year

21 Are taxes collected promptly and is the progress of collection closely watched by the municipal executive and scrutinised by the Managing Committee? What are the arrangements for such supervision?

The demand for the current year is Rs 2983-11-0 The total amount which has to be collected during the current year is as follows -

Arrears as on 1-7-40	3870-15-6
Demand for the current year viz , 1940-41	2983-11-0
Total	6854-10-6

Of this amount a sum of Rs 2304-8-6 has been collected till the 22nd instant A sum of Rs 1500-0-0 is anticipated to be collected Including this anticipated realisat on, the total collection for the current year will be Rs 2304-8-6 plus 700/-) - 3004-8-6 The balance to be recovered will be Rs 3850-2-0 which is in excess of one year's demand The heavy arrears outstanding is partly explained to be due to the fact that there are a good number of khates on which the demand is being booked year after year though the concerned parties are not traceable and also due to the wrong demands even though certain parties have not been maintaining either carts or vehicles

208 notices have been issued to the extent of Rs 1959-10-0 Of these 146 notices have been served The entries made in the distraint warrant register show that S warrants have been issued on 29-1-41 to the extent of Rs 1415-12-10 But the nature of disposal of these distraint warrants have not been noted in the register Of this a sum of Rs 301-13-4 has been recovered in 49 cases

22 Are the processes prescribed for the recovery of Municipal taxes resorted to automatically? Instances of bills not followed by notices of demand and of notices not followed by distraints and of suits decreed not followed by execution may be noted

21-22	5- 10- 0)	
22-23	5- 0- 0)	82-4-0
23-24	5- 0- 0)	(Time-barred)
24-25	6- 0- 0)	
25-26	17- 8- 0)	
26-27	20- 10- 0)	
27-28	22- 8- 0)	

The Assistant Sanitary Inspector who has been entrusted with the work of execution of distraint warrants has not taken any pains to execute these He says that the notices were got served through the peon without his knowledge The entries made in the notice register show that these have been sent to him for service Likewise the distraint warrants sent to the Assistant Sanitary Inspector for execution are pending with him from 2-2-41 as could be seen from the D M register There are statements recorded on the back of these notices that the parties have refused to receive the notices and the signatories for these statements in most cases are identical persons The bonafides of the serving of these notices call for the explanation of the Asst Sanitary Inspector The President is requested to investigate the matter and submit a separate report in this regard

A list of cases in which suits have to be filed has been prepared and this shows that there are 119 cases involving a sum of Rs 1059-3-6 Action should be taken immediately in this respect It is also seen that 27 suits filed previously are pending in the court involving a sum of Rs 414-10-0

The revision of assessment work which is being done now should be availed of to weed out all cases of wrong demands As the arrears have swelled out of proportion it is necessary to entertain a Special Temporary Establishment consisting o a Reverue Inspector and a peon to reduce the arrears The President is requested to look into this matter personally and submit a report without further delay

23 Are Municipal Councillors and Municipal Officers prompt in regard to intimation of liability to pay taxes and also in payment? Are there any cases of neglect or default in this respect?

Special notices have been issued to 10 Councillors for clearing the taxes due from them Action should be taken against those who do not pay up immediately according to rules - If they do not pay they will have to be removed after 4 months

24 Have all the Mutsaddis given security Is it in cash or in Savings Bank Deposit? Are these particulars noted in the register prescribed therefor?

The pass book of the Bill Collector Narasimhian who is transferred from Nandya Municipality is not yet received in this office A reminder should be issued immediately to get back the pass book The Octroi Manegar has not paid his security amount inspite of the observation made at the time of the last inspection Action should be taken to recover the amount from him without further delay

He must pay the security of Rs 50/- atonce or else he will have to be sent away

25 Is there a Miscellaneous demand and collection register? Are all items sold by public auction? Is this done promptly? Are there any arrears outstanding? What action has been taken for their recovery?

Yes There are no cases of sales of public auction It is stated that amounts have been recovered in many cases but there are no entries of credit in the register This must be attended to immediately As already observed at the time of the previous inspection suitable proposals for the construction MUTTON STALL AND VEGETABLE MARKET should be submitted atonce as these are sources of revenue to the Municipality

26 Are ~~instances~~ instalments payable by toll-gate contractors received every month on the due dates? Instalments due and the periods they pertain to may be noted together with information as to the steps taken for recovery

There are no toll-gates

27 What system is followed in leasing market stalls? For what period are they leased and what proportion of the stalls is vacant?

There are no market stalls

28 How are daily market fees collected? Is the system of collection such as to effectually prevent fraud?

It is stated that fees are being collected on daily shops as and when they are kept

IV CONSERVANCY AND SANITATION

29 Does each Sanitary Inspector maintain a diary and do the entries show sufficient work for each day?

What is the general condition of the work indicated by these records? Is it up to date and efficient?

There is one Assistant Sanitary Inspector He has been maintaining diaries showing the work turned out by him daily These diaries are being submitted once a month But there is a delay on the part of the Assistant Sanitary Inspector in submitting his diaries The diary for the month of April 41 is not yet submitted to the office And the office has not maintained any check register to watch the receipt of the diaries In future the Assistant Sanitary Inspector may be directed to submit his diaries once a fortnight and a register should be maintained in the office to watch their prompt submission

The Assistant Sanitary Inspector is entrusted with the collection of taxes and supervision of octroi in addition to this work

30	Is the distribution of the Sanitary Staff among the different parts of the Municipality reasonable? Is the staff sufficient? What arrangements are followed to ensure that each Municipal servant performs a full tale of work?	There are 15 sweepers o Rs 9/- each per mensem Of these 11 are males and the rest females It is stated that the present number is insufficient to discharge its duties efficiently as the area to be covered is nearly 2 square miles including the Shivapura Section The attendance register of the sweepers maintained by the Assistant Sanitary Inspector is being checked by the President or Vice President periodically
31	How many license applications referred for inspection are pending how long since and why?	There were 3 applications pending at the beginning of the year Only one application for opening of a Hotel has been received so far Of the total 4 two have been disposed of leaving a balance of 2 All these are pending with the Assistant Sanitary Inspector - two applications Nos 10 & 5 from 28-10-40 and the other two Nos 11/40-41 and 12/40-41 from 20-11-40 Such inordinate delay in the disposal of license applications is highly objectionable All license applications are required to be disposed of within one month from the date of their receipt
32	Is there a notice register of all notices issued under different sections of the Municipal Regulation? Does it show the final disposal of each notice?	A register has been maintained but it is not posted up to date This should be done immediately
33	Is a prosecution register maintained? And state if it is properly maintained	Yes But no cases have been launched so far
34	What are the arrangements for the prosecution of Municipal Offences and by what courts are such cases tried? Are cases disposed of promptly? From the statistics of prosecutions it may be noted whether the arrangements are effective	The Assistant Sanitary Inspector conducts the prosecutions The cases are tried by the Special First Class Magistrate Mandya
35	Are the birth and death registration reports recd regularly and tabulated intelligently? How many prosecutions were there during the period previous half year for neglecting to report	Yes The returns are written in pencil They must be written in ink in future No such instances

Part V PUBLIC WORKS

36	Are unauthorised encroachments by private persons on t h e streets and drains promptly checked and for this purpose is a Survey map of the town kept in the Municipal Office?	No such instances A Town Map is kept in the office
37	Is there a schedule of rates both for works and metal supply in the office? Is it prepared every year and sanctioned by the Council? Are the estimates invariably framed in accordance with these rates?	Yes
38	Check the list of incomplete works of the previous year and state in what stage they are at the time of inspn Is an abstract of the measurement book noted in the muster toll to facilitate comparison of out-turn of work?	There was no incomplete works pending at the beginning of the year 4 works have been done Of these 3 are petty ones - gravelling and painting of colours The other one is the opening of a road in front of Sri Narasimhaswamy Temple Details of estimates payment of bills and other details have not been entered in the works register This register is not maintained properly The details under all columns in the register should be entered without further delay
39	Are contracts executed before work is begun?	Yes
40	Are there any works carried out by departmental agency? Is there a muster roll in form 77 of the M A M maintained for the same and are payments made accordingly?	All the works during the current year have been executed by the Municipal Agency uster Rolls have been maintained in respect of works executed
41	Are the measurement books of all works maintained properly? Are they returned to the office records as soon as they are finished?	There is one measurement book with the Assistant Sanitary Inspector No certificate has been recorded by the President in respect of works which have been checked and paid Such omissions should not be allowed to recur
42	Has there been regular progress throughout the year or is there any attempt to rush through works at the end?	There is no tendency to rush through the works at the end

43	Have all sanctioned estimates been properly filed so as to be easily traceable for ready reference?	Yes
44	Is a list of measurement books in current use maintained showing the names of subordinates and the works for which the book is used?	There is one measurement book with the Assistant Sanitary Inspector No certificate has been recorded by the President in respect of works which have been checked and paid Such omissions should not be allowed to recur
45	Is a building register maintained showing the capital outlay and the expenditure incurred on their maintenance every year?	No register is maintained as (the Municipality does not own any building
46	Are tenders invited from the contractors as prescribed in the Municipal Account Manual?	No such instances
47	Are contracts given out to persons related to Municipal Officers or Councillors?	No such instances
48	Is security taken in all cases for the due fulfilment of a contract?	No security is taken

VI G E N E R A L

49	Is the office accommodation sufficient and suitable? Are the rooms premises and furniture kept clean?	The accommodation for the office is insufficient The question of purchasing the Local Fund Dispensary building for locating Municipal Offices is under correspondence The present furniture is inadequate for the staff working in the Municipal Offices These may be supplemented very early
50	Is a record of the qualifications and services of the Ministerial Officers maintained up to date?	Y e s
51	Is a Service register maintained for every permanent official and brought up to date? Are these registers arranged in order and kept in the records in a separate box? Who keeps the key of the box?	Service Registers for all permanent officials have been maintained But some of them are not verified till the end of June 40 as required by rules In the Service registers of the Octroi Manegar and the Assistant Sanitary Inspector column No 6 has not been entered completely This should be attended to immediately These registers are in the custody of the clerk
52	Are all appointments made in accordance with the rules?	Deputy Commissioner's Office is the Unit Office
53	Is a statement of the periodical reports and returns due, prepared and maintained up to date? Are the dates, the dates of actual submission and the names of clerks responsible for their preparation noted therein? Is it scrutised by the Head of the Office?	@@ A register is maintained But entries have not been up to date The President or the Vice President have not checked this The cash account for the month of April 41 is due Thes should be sent without further delay
54	Is the register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the register verified once every quarter Is a note made in the register of all articles lost or which have become unserviceable? Is the furniture adequate for the needs of the office or more than necessary? What is the condition of furniture kept?	Yes The President has checked the articles As the furniture on hand are inadequate for the office, some more may be added for the convenience of the staff working in the office

55	Are old and unserviceable articles sold by public auction and the proceeds credited to the Municipal Fund?	It is stated there are no unserviceable articles
56	Who keeps the stock of forms? Where are they kept? Are they neatly arranged? Are all receipts and issues noted in a register?	A register has been maintained But the receipts and issues have not been entered regularly It is too old for further use One new register should be opened immediately and in future the receipts and issues should be noted promptly
57	Is a complete set of the standing orders of Govt , relating to the work of the office maintained?	Yes But no table of contents is put up as the file is small
58	Is it provided with a table of contents and if bulky also with index?	
59	Is the file of Municipal rules and bye-laws kept up to date? Are they printed and available for sale at cost price to the public as required by section 49 of the Municipal Regulation?	Government have framed rules for taxation No separate bye-laws are framed as this is a minor municipality
60	Are the registers of inward and outward correspondence properly maintained with cross referece regularly marked?	An Amad register in addition to a current register is maintained to show the receipt of all papers in the office Cross references have not been put up There were 60 current numbers pending at the beginning of the year 225 have been received till now Of these 128 have been disposed of leaving a balance of 97 The details for the balance are as follows -

1938-39	38
1939-40	22
Current year	37
Total	97

The following are some of the oldest cases -

No C 422/38-39 - This is about certain cases of remission This has been pending in the office The records should be traced and disposed of without further delay

Likewise all other old numbers have been pending as these questions have not been vigorously pursued An earnest attempt should be made to reduce the pendency by the end of the current year

60 Is a separate petition register maintained and does it show the method of disposal and the date and nature of endorsements granted?

A separate petition register has been maintained Two petitions were pending at the beginning of the current year 25 have been received so far and of these 14 have been disposed of The details for the balance as as follows -

61 Is there any abnormal delay in the disposal of petitions?

39-40	2
40-41	11
TOTAL	13

The disposals noted against the petitions are not correct Copies of the endorsements issued should have been maintained in the office Some petitions are pending for want of the appearance of the parties A final notice may be issued to such parties to the effect that their petitions will be filed if they do not appear within a fixed time It will be seen from the register that of the 13 petitions, 7 are pending with the Assistant Sanitary Inspector for several months He should be directed to be more prompt in the disposal of petitions as there is delay in the final disposal of petitions

62 Is there a separate register for building licenses? Is a quarterly statement of all applications received for building licenses maintained? Check the accuracy of the statement and give the number of applications which are unduly delayed Their oldest dates and the reason of their pendency may also be noted?

VIDE ANSWER TO QUESTION NO 31

63	Are all disposed records promptly made over to the Record keeper duly arranged and stitched? What is the number of such records remaining to be sent to the Record Room?	The disposed of records have not been stitched and sent to the Record Room It is not possible to find out the number of such files Therefore the President is requested to investigate this and make necessary arrangements to clear the arrears of work on this account
64	Are the records of meetings kept in an orderly manner? Are the minutes of proceedings properly kept and made available for inspection by any inhabitant of the Municipality?	Yes
65	Are all the registers prescribed in the Municipal Account Manual maintained?	Yes The security deposit register should be opened
66	Examine the cash in the Municipal Treasury and give the amount found at the time of your inspection? Does it agree with the book balance?	The cash balance as per cash book is Rs 1413-3-8 and as per Treasury Pass Book it is Rs 1530-7-8 The difference of Rs 117-4-0 is due to the uncashed cheque No 33 dated 18-5-41 issued in favour of the Senior Operator Maddur on account of the lighting charges for the month of April 1941
67	Has sufficient security been taken from officials to handle the Municipal cash?	Vide answer to question No 24
68	Is the pass book of the Municipality written up in the Treasury/Bank periodically and returned without delay?	Yes
69	Is the cash book closed and balanced daily? Is the balance arrived at every month compared and agreed with that in the pass book?	The cash book is not closed daily but it is closed and balanced once a month The balance arrived at is compared with that of the treasury pass book once a month
70	Examine the classified abstract of receipts and expenditure and state if is written up properly?	Yes

71	Are the accounts audited monthly by auditors appointed from among the Municipal Councillors? Are the registers signed by them in token of their having examined them?	The Audit Committee has been formed recently It has not checked the accounts The Committee may be asked to check the accounts as often as possible
72	a Are audit notes received from the Comptroller's Office promptly disposed of? How many audit notes if any are pending, when were they received and why are they pending? b Is there a register of objections received from the Comptroller? How many objections are pending disposal and why?	It is stated that the audit notes for the year 38-39 which was pending has been forwarded to the Assistant Comptroller Local Audit Circle ysore, on 19-5-41
73	What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?	An imprest of Rs 15/- is sanctioned to the office Of this, a sum of Rs 6-4-0 has been advanced and the balance of Rs 8-12-0 is kept in the imprest book
74	Are there any long-standing advances made out of the office imprest awaiting adjustment? Details may be furnished	NONE
75	Is an advance register of the Municipal money maintained? Is timely action taken for its recovery?	No One register should be opened
76	Are the cheques issued for the bills and the payments made therefor entered in a petty cash book?	Y E S
77	Is there a scale register of all Municipal Establishments in the office? Is it kept up to date?	Y e s
78	Have personal claims of officers to pay allowances and increments been discharged without delay? If any are delayed what is the cause for the same?	No such cases

79	Are the pension applications prepared and submitted in time? How many cases are pending and why?	No pension case is pending in the office
80	What amount has been given by the President as sub-imprest to subordinate officers? Details may be noted Are acknowledgements of permanent advance held by them duly received?	No sub-imprest has been given to any subordinate officer
81	Are all the records sorted? If not what is the quantity of papers remaining to be sorted? What time is necessary to complete their sorting?	Vide answer to question No 63
82	Are all papers sent to the records as soon as they are disposed of duly stitched and feristed? Note instances to the contrary if any	DO
83	Have all time-barred papers been eliminated after verifying the periods for which they are preserved and are they all destroyed and anote made to this effect in the register?	There is no register maintained to note the destruction of papers All the pending papers should be sorted and entered Such of them as are ripe for destruction should be destroyed without further delay
84	Are the morey and stamps received for copies regularly entered in a register? Is the register submitted regularly to the Head of the office for inspection and signature every month? Whereare all the money and stamps received for copies kept?	Yes No copy application is pending in the office It is stated that the advances paid for copies are retained by the clerk
85	Extent to which points noted for action at previous inspections have been attended to	A minute book has been maintained and action taken has been noted But it is necessary to enter in detail against each defect recorded the nature of action taken fully
86	Any irregularities or informali-	General

85	Informalities observed in the course of inspection whether connected with the printed questions or not and suggestions, if any for improving the efficiency of the working of the office	General FINANCIAL POSITION Opening balance on 1-7-40 2135-14-10 Receipts till the end of April 41 6697- 9- 6 Total 8833- 8- 4 Payments till the end of April 41 7190- 7- 6 Balance 1043- 0-10 Contributions due to several departments should be cleared before the close of the official year CATTLE POUND - It is stated that the cattle pound has not been worked from 1-1-40 Suitable action may be taken for the working of the Cattle Pound as the Municipality has been losing the income under this head since 1-1-40 DRAINAGE SCHEME - The first stage of the drainage works has been completed As the Government are not in favour of sanctioning any more grant on this account the Municipal Council should make provision in their annual budgets to complete this work The President should rectify all the defects and submit a report after 3 months

Sd C M H Ranajodh Singh
Deputy Commissioner
Tumkur District

No A 5 C 2637/40-41 Memo Dated 20-6-41

Copy of the above is forwarded with compliments to the Secretary to Government Law Department, Bangalore

Deputy Commissioner,
Tumkur District

T I C